Optional Practical Training Workshop
Welcome!

Please turn off your cell phone or set it to silent or vibrate.

If you must make or take a call, please go outside the classroom to do so.
Purpose of this Workshop

• To assist F-1 status students nearing the end of their academic programs to understand the application process for post-completion Optional Practical Training (OPT).
• To present an overview of the STEM OPT extension.
• For students of the CUNY Graduate Center and the CUNY Graduate School of Journalism.
• Post-completion OPT is an initial 12-month period of employment authorization for F-1 students who have completed their programs of study.
• STEM OPT is an additional 24-month period of work authorization available to F-1 students, currently on a period of OPT, who have a degree in a STEM field and who work in paid employment for an E-Verify employer.
Who is eligible for post-completion OPT?

- To apply for post-completion OPT, a student must be in F-1 student status.
- The student must have completed at least one academic year (two semesters) as a lawfully-enrolled, full-time student.
- If a student has had post-completion OPT at a lower academic level than their current level, they may be eligible for another period of OPT.
- If a student has had a previously-authorized 12-month period of post-completion OPT at their current or higher educational level, they are not eligible to apply for another period of post-completion OPT.
- If a student has been authorized for one year of full-time CPT at their current degree level, they are not eligible to apply for OPT.

Office of International Students
About four months prior to expected completion date, students should learn about OPT by reading the **OPT handout** and attending an OPT workshop.

If students have questions after reviewing our OPT materials, they should contact a counselor at the Office of International Students.

Students should complete the **I-765**, gather the required documents and set up an appointment with a DSO to receive an I-20 with a recommendation for post-completion OPT.

The application must be received by USCIS within 30 days of issuance of the I-20 with the DSO’s OPT Recommendation.

90 days prior to the completion date is the earliest and 60 days after the completion date is the latest an application can be received by the USCIS.
How to Determine the Completion Date?

• The completion date is the estimated date that the student will complete all the requirements for the degree, indicated by Program End Date on the Form I-20.

• The academic program will indicate when it expects the student to complete their program of study on the OPT Request Form. Our office defers to the academic program’s expectation of when the student will complete the program of study.

• For master’s students, the completion date may be the completion of course work or a capstone project or thesis submission.

• For doctoral students, the completion date is usually the day the student plans to deposit the dissertation. Though there are exceptions.
When to Apply for OPT?

• A student has a 150-day range in which to make an application for post-completion OPT. The application can be received by the USCIS from 90 days prior to the student’s completion date until 60 days after the completion date.

  NOTE: The application cannot arrive at USCIS more than 90 days before the completion date!

• While it is recommended the student apply as early as possible, the latest an OPT application can be received by the USCIS is 60 days after the student’s completion date.

• The program completion date also determines the day the student may ask for as the starting date for the period of OPT. The OPT starting date can be from the day after the student’s completion date up to 60 days after the completion date.

Office of International Students
# OPT Application Receipt Date Calculator

<table>
<thead>
<tr>
<th>OPT Application Receipt Date Calculator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Expected Completion Date Here:</td>
</tr>
<tr>
<td>09/30/18</td>
</tr>
<tr>
<td>90 Days Prior to the Date Above Is:</td>
</tr>
<tr>
<td>07/02/18</td>
</tr>
<tr>
<td>60 Days Prior to the Date Above Is:</td>
</tr>
<tr>
<td>08/01/18</td>
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<td>30 Days Prior to the Date Above Is:</td>
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<tr>
<td>08/31/18</td>
</tr>
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<td>30 Days After the Date Above Is:</td>
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<tr>
<td>10/30/18</td>
</tr>
<tr>
<td>60 Days After the Date Above Is:</td>
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<tr>
<td>11/29/18</td>
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<td>Enter Number of Days Before Date Above:</td>
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<td>Enter Number of Days After Date Above:</td>
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<tr>
<td>09/30/18</td>
</tr>
<tr>
<td>Earliest Date OPT Application Can Be Received By USCIS:</td>
</tr>
<tr>
<td>07/02/18</td>
</tr>
<tr>
<td>Latest Date OPT Application Can Be Received By USCIS:</td>
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<tr>
<td>11/29/18</td>
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## OPT Starting Date Calculator

<table>
<thead>
<tr>
<th>Enter Expected Completion Date Here:</th>
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</thead>
<tbody>
<tr>
<td>One Day After Completion Date:</td>
<td>10/01/18</td>
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<tr>
<td>15 Days After Completion Date:</td>
<td>10/15/18</td>
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<tr>
<td>30 Days After Completion Date:</td>
<td>10/30/18</td>
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<tr>
<td>45 Days After Completion Date:</td>
<td>11/14/18</td>
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<td>60 Days After Completion Date:</td>
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<tr>
<td>Enter Number of Days After Completion Date:</td>
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</tr>
<tr>
<td>Earliest Possible Starting Date:</td>
<td>10/01/18</td>
</tr>
<tr>
<td>Latest Possible Starting Date:</td>
<td>11/29/18</td>
</tr>
</tbody>
</table>
OPT Request Form

Advisor Enters:

• Date Required Course Work Completed
• Date Expected To Complete Degree Requirements
• Date Expected To Deposit Thesis or Dissertation
Completing the I-765

Be sure to mark the box entitled “Permission to accept employment.”
Completing the I-765

1. Full Name
   As On I-20

3. U.S. Mailing Address
Completing the I-765

4. Country of Citizenship
5. Place of Birth
6. Date of Birth
7. Gender
8. Marital Status
Completing the I-765

9a. Have you been issued a SSN?

9b. Enter SSN
Completing the I-765

10. Do you want SSA to issue a Social Security card? (If No, skip to Item Number 14.)

11. Consent for Disclosure
Completing the I-765

14. I-94 Number

Admission (I-94) Record Number: 69000888062
Admit Until Date (MM/DD/YYYY): 10/10/2012

Details provided on Admission (I-94) form:
- Family Name: LI
- First (Given) Name: LYDIA
- Birth Date (MM/DD/YYYY): 01/01/1990
- Passport Number: P123123123
- Passport Country of Issuance: Mexico
- Date of Entry (MM/DD/YYYY): 04/11/2012
- Class of Admission: B1

Office of International Students
15. Have you ever before applied for employment authorization from USCIS?
Completing the I-765

16. Date of Last Entry
17. Place of Last Entry
Completing the I-765

18. Status of Last Entry: F1 Student
19. Current Immigration Status: Student
20. Eligibility Category: (c)(3)(B)
Completing the I-765

Certification:
Sign (Blue Ink)
Date (mm/dd/yyyy)
Telephone Number
Documents to be Submitted with the I-765

- Two ‘passport style’ color photographs taken within the past 30 days
- Payment of $410.00 must be included with the application:
  You may pay by check or money order made out to: US Department of Homeland Security
  NOTE: Personal checks cannot be post-dated
  Or you may pay by credit card using Form G-1450
- Copy of the updated I-20 with the OPT recommendation
- Copy of the I-94 Record or I-94 Card (Front & Back)
- Copies of all I-20s, DS-2019s and Change of Status documents issued by any US educational institutions, or by USCIS
- Copy of any previous EAD card (Front and Back)
- Copy of passport (valid 6 months into the future)
- Form G-1145, E-Notification of Application
- All pages in the application must be one-sided, no staples.

Office of International Students
The Form I-20

<table>
<thead>
<tr>
<th>Department of Homeland Security</th>
<th>I-20, Certificate of Eligibility for Nonimmigrant Student Status</th>
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<tbody>
<tr>
<td>U.S. Immigration and Customs Enforcement</td>
<td>OMB NO. 1653-0038</td>
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| SEVIS ID: |  |

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<tr>
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<tr>
<td>[Redacted]</td>
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<td><strong>F-1</strong></td>
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<tr>
<td><strong>School Name</strong></td>
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<tr>
<td>The City University of New York</td>
<td>219 West 40th Street, New York, NY 10012</td>
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<tr>
<td>CUNY Graduate School of Journalism</td>
<td></td>
</tr>
<tr>
<td><strong>School Official to Contact Upon Arrival</strong></td>
<td><strong>School Code and Approval Date</strong></td>
</tr>
<tr>
<td>Paul Croser</td>
<td>NYC214F00812027</td>
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<tr>
<td>International Student Counselor</td>
<td>27 January 2003</td>
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<th>Program of Study</th>
<th>Major 1: Digital Communication and Media/Multimedia 09.0702</th>
<th>Major 2: None 00.0000</th>
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<td><strong>Program English Proficiency</strong></td>
<td>English Proficiency Notes: Student is proficient</td>
<td>English Proficiency Notes: Student is proficient</td>
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<td><strong>Start of Classes</strong></td>
<td>25 August 2017</td>
<td><strong>Program Start/End Date</strong>: 15 August 2017 - 01 February 2019</td>
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Program End Date (Completion Date): 01 February 2019
## OPT Endorsement

### SEVIS ID
- [Redacted] (F-1)

### Employment Authorizations

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<td>24 February 2019</td>
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### Change of Status/Cap-Gap Extension

- None

### Authorized Reduced Course Load

- None

### Current Session Dates

- **Current Session Start Date:** 25 August 2017
- **Current Session End Date:** 20 December 2017

### Travel Endorsement

This page, when properly endorsed, may be used for re-entry of the student to attend the same school after a temporary absence from the United States. Each endorsement is valid for one year.

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<tr>
<th>Designated School Official</th>
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<th>Place Issued</th>
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<tr>
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</tbody>
</table>
Mailing the OPT Application

USCIS Dallas Lockbox

For U.S. Postal Service (USPS) First-Class and Priority Mail Express deliveries:

USCIS
P.O. Box 660867
Dallas, TX 75266

For overnight/courier (FedEx, UPS, DHL, etc.):

USCIS
Attn: AOS
2501 S. State Hwy. 121 Business
Suite 400
Lewisville, TX 75067
While the OPT Application is Pending

- If the G-1145 has been submitted, the student will receive a text or email notification of the receipt of their application.
- The student will receive a paper Receipt Notice within two weeks to one month of submitting the application. The Receipt Notice will give a case number and a Received Date for the application.
- USCIS processing time is between 60 and 90 days after the Received Date of the application.
- The OIS does not recommend traveling between the completion date and the approval of the OPT application.
- Please provide the OIS with a copy of the Receipt Notice and the EAD.
Employment Authorization Document (EAD)

- May not begin employment until the EAD (OPT card) is received.
- May not begin employment prior to the start date.
- May not continue employment after the expiration date.
Employment on OPT

- All employment must be directly related to the student’s field of study.

- Employment may be for multiple employers in both paid and unpaid positions. Allowable employment can also include self employment and freelance employment. However, the student must be working at least 20 hours per week or they’ll be accruing days of unemployment.

- Limit of 90 days of unemployment during initial 12-month period of OPT. (A day of unemployment is any day in a week in which the student on OPT does not work 20 hours, including Saturdays, Sundays and holidays.)
Reporting Requirements While on OPT

• While on post-completion OPT, students are still in F-1 status and are still required to report certain events to OIS within 10 days of their occurrence.

• While on a period of OPT, students are required to report the start and finish of all employment and changes in contact information (address, phone, email, name).

• While on OPT, students report these changes using the [OPT Reporting Form](#) or the SEVP OPT Portal.

• If a student applies to change to another immigration status, they must inform the Office of International Students.

• If a student departs the U.S. and decides not to complete their period of OPT, they must inform the Office of International Students.
Travel While on OPT

Travel while on a period of OPT is different from traveling prior to the completion of the degree program.

Items to carry while traveling:

• Passport, valid at least six months into the future.
• Valid F-1 Visa.
• Properly endorsed I-20, which shows student is on a DHS-approved period of post-completion OPT.
  
  Note: During OPT, the travel signature on the I-20 should not be more than six months old.

• EAD (OPT card).
• An employment verification letter for any job held. In addition to providing the details of the employment, the letter should acknowledge the student’s travel outside the U.S.
Reminders

• Plan Ahead!
• All pages in the application must be one-sided, no staples.
• Application cannot arrive at USCIS more than 90 days prior to the completion date.
• Application cannot arrive at USCIS more than 30 days after the DSO issues the I-20 recommending OPT.
• Application cannot arrive at USCIS more than 60 days after the completion date.
• You do not need a job or job offer to apply for OPT.
• Please provide the Office of International Students with a copy of the Receipt Notice and the EAD (OPT card).
• Reporting to the Office of International Students and the Student & Exchange Visitor Program (SEVP) is required during the OPT period.

Office of International Students
Links to OPT Handouts and Forms

Optional Practical Training Handout:

OPT Request Form:
http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/OIS/OPT-Request-Form.pdf?ext=.pdf

OPT Date Calculators (Excel):
http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/OIS/OPT-Calculators.xlsx?ext=.xlsx

OPT Reporting Form:
http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/OIS/OPT-Reporting-Form.pdf?ext=.pdf
STEM OPT Extension

The STEM OPT extension is a 24-month period of temporary training that directly relates to an F-1 student's program of study in a DHS-approved STEM field of study.

Eligible F-1 students with STEM degrees who have completed their program of study and are participating in an initial period of post-completion OPT have the option to apply for the STEM OPT extension.

The earliest an application can be received by USCIS is 90 days prior to the expiration date of the EAD. The application must be received by USCIS prior to the expiration of the EAD.

Students may not apply for the STEM OPT extension during the 60-day grace period following an initial period of regular post-completion OPT.
The STEM OPT Application Process

STEP 1: Determine eligibility for the STEM OPT extension.

STEP 2: Complete the I-983, TRAINING PLAN with the prospective employer and submit it to the Office of International Students (OIS).

STEP 3: Complete the Form I-765, Application for Employment Authorization, eligibility code (c)(3)(C), and submit it to the OIS for review.

STEP 4: Obtain an employment verification letter and submit it to the Office of International Students.

STEP 5: Obtain the STEM OPT extension recommendation and an updated Form I-20 from the OIS.

STEP 6: Meet with a counselor in the OIS to organize the STEM OPT application in preparation for mailing to USCIS.
STEM OPT Extension Qualifications

To qualify for a 24-month STEM OPT extension, an F-1 student participating in an initial period of post-completion OPT must:

- Have a degree in an eligible STEM field from a SEVP-certified school that is accredited when the student submits their STEM OPT extension application to USCIS.
- Pursue their STEM OPT extension through an employer that is enrolled in USCIS's E-Verify program.
- Select a STEM OPT employer that provides the student with formal training and learning objectives, as evidenced by a completed I-983, Training Plan.
- Have a job offer for paid employment for a minimum of 20 hours per week per employer.
- The employment must be a bona fide employer-employee relationship.
Bona Fide Employer-Employee Relationship

According to the DHS, students cannot qualify for STEM OPT extensions unless they will be bona fide employees of the employer signing the Training Plan, and the employer that signs the Training Plan must be the same entity that employs the student and provides the practical training experience.

There are several aspects of the STEM OPT extension that do not make it apt for certain types of arrangements, including:

- multiple employer arrangements
- sole proprietorships
- employment through “temp” agencies
- employment through consulting firm arrangements that provide labor for hire, and
- other relationships that do not constitute a bona fide employer-employee relationship.
# The Form I-20

## School Code

| School Name                  | The City University of New York  
|------------------------------|----------------------------------
| CUNY Graduate School of Journalism |

## CIP Code

<table>
<thead>
<tr>
<th>Program of Study</th>
<th>Education Level</th>
<th>Program English Proficiency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Master's</td>
<td>Required</td>
</tr>
</tbody>
</table>

## Form Issue Reason

- Continued Attendance

## Class of Admission

F-1

## ACADEMIC AND LANGUAGE

<table>
<thead>
<tr>
<th>Program Start/End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 August 2017 - 01 February 2019</td>
</tr>
</tbody>
</table>

## School Address

219 West 40th Street, New York, NY 10018

## Approval Date

NYC214700812027  
27 January 2003
The I-983, Training Plan

The completed I-983, Training Plan must be submitted to the Office of International Students before a DSO can recommend the STEM OPT extension.

The Graduate Center’s SEVIS School Code is NYC214F00812006. The School of Journalism’s SEVIS School Code is NYC214F00812027. The “Qualifying Major and Classification of Instructional Programs (CIP) Code” can be found in the “PROGRAM OF STUDY” section of the Form I-20 under “MAJOR 1” or “MAJOR 2.”

Information about the I-983 and instructions for completing it are at the STEM OPT Hub on the Study in the States website.

Here are links to an overview of the I-983 for students and an overview of the I-983 for employers.
Completing the STEM OPT I-765

Be sure to mark the box entitled “Renewal of my permission to accept employment.”
Completing the STEM OPT I-765

15. Have you ever before applied for employment authorization from USCIS?

EAC – Vermont Service Center
YSC – Potomac Service Center

Office of International Students
Completing the STEM OPT I-765

20. **Eligibility Category:** (c)(3)(C)
21. **Degree CIP Code**
   Employer’s E-Verify Name
   Employer’s E-Verify #
Documents to be Submitted with the I-765

- Two ‘passport style’ color photographs taken within the past 30 days
- Payment of $410.00 must be included with the application:
  
  You may pay by check or money order made out to:
  
  US Department of Homeland Security
  
  NOTE: Personal checks cannot be post-dated.

  Or you may pay by credit card using Form G-1450

- Copy of the updated I-20 with the STEM OPT recommendation
- Copy of the I-94 Record or I-94 Card (Front & Back)
- Copies of all previous I-20s, DS-2019s and Change of Status documents issued by any US educational institutions, or by USCIS
- Copy of all previous EADs (Front and Back)
- Copy of passport identification page
- Copy of Graduate Center Diploma
- Employment Verification Letter
- Form G-1145, E-Notification of Application

Office of International Students
### STEM OPT Endorsement

**SEVIS ID:** [Redacted] (F-1)  
**NAME:** [Redacted]

#### Employment Authorizations

<table>
<thead>
<tr>
<th>Authorization Type</th>
<th>Full/Part-Time</th>
<th>Status</th>
<th>Start Date</th>
<th>End Date</th>
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<tbody>
<tr>
<td>Post-Completion OPT</td>
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<td>Approved</td>
<td>01 August 2015</td>
<td>31 July 2016</td>
</tr>
<tr>
<td>STEM OPT</td>
<td>Full Time</td>
<td>Requested</td>
<td>01 August 2016</td>
<td>01 August 2018</td>
</tr>
</tbody>
</table>

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**I-20, Certificate of Eligibility for Nonimmigrant Student Status**  
OMB NO. 1653-0038
STEM OPT Reminders

There is a 90-day range to apply for STEM OPT.

The earliest the application can arrive at USCIS is 90 days prior to expiration date of the EAD. The latest an application can be received by USCIS is the expiration date of the EAD.

The application must be received by USCIS no later than 60 days from the date the DSO issues the I-20 with the STEM OPT recommendation.

An application for the STEM OPT extension cannot be made during the 60-day grace period after the end of the OPT period.

The employment must be paid employment of at least 20 hours per week.

There must be bona fide employer-employee relationship; no self employment, no volunteering, no temp agencies, no consulting labor for hire.

The prospective STEM OPT employer must have E-Verify & EIN numbers.

Additional 60 days of unemployment for a possible total of 150 days.

If a timely application has been made for STEM OPT, the student may work past the end date of the EAD for up to 180 days.

Office of International Students
Reporting Requirements During STEM OPT

An F-1 student on a period of STEM OPT is required to report the start and end of all employment as well as changes in personal information such as name, address, email address and telephone number.

These changes must be reported to the OIS within 10 days of the change using the STEM OPT Reporting Form.

Students on STEM OPT must confirm their personal and employment information every six months using the STEM OPT Reporting Form, even if there have been no changes.

Students on STEM OPT must complete two annual self evaluations, which are on page five of the I-983. Evaluations are submitted to the OIS with the 12-month and 24-month STEM OPT Reporting Forms.

A new I-983 training plan must be submitted to begin a new job while on STEM OPT or if there has been a material change in the terms and conditions of the current employment.

Office of International Students
Material Changes to the Form I-983

Both STEM OPT students and employers are obligated to report to the DSO material changes to, or material deviations from, the student’s formal training plan.

Material changes or deviations may include, but are not limited to:

• Any change of the employer’s Employer Identification Number, (i.e., the company’s Federal Tax ID number) resulting from a change in the employer’s ownership or structure.

• Any reduction in student compensation that is not tied to a reduction in hours worked.

• Any significant decrease in hours per week that a student engages in a STEM training opportunity.

• Changes to the employer’s commitments or student’s learning objectives as documented on the Form I-983.

So long as the STEM OPT student and employer meet the regulatory requirements and the modified Form I-983 meets the specified requirements, the student’s employment authorization will not cease based on a change to the plan.
STEM OPT Links

Study in the States STEM OPT Hub:
https://studyinthestates.dhs.gov/stem-opt-hub

Determining STEM OPT Eligibility:
https://studyinthestates.dhs.gov/students-determining-stem-opt-extension-eligibility

DHS-Approved STEM Designated Degree Program List:

Overview of the Form I-983 for Students:
https://studyinthestates.dhs.gov/students-and-the-form-i-983

Overview of the Form I-983 for Employers:
https://studyinthestates.dhs.gov/employers-and-the-form-i-983

STEM OPT Reporting Form:
https://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/OIS/STEM-OPT-Reporting-Form.pdf?ext=.pdf

Office of International Students
Creating an SEVP OPT Portal Account

Account Creation Overview

CREATE ACCOUNT
- SEVIS ID
- CREATE PASSWORD

OPT APPROVAL

SEVIS

OPT START DATE

DATA

LINK TO CREATE PORTAL ACCOUNT

SEVP PORTAL

SEVP RESPONSE CENTER, LEVEL 2

US CITIZENSHIP AND IMMIGRATION SERVICES

OPT

NOT IN FUTURE

UNIQUE ADDRESS

www.gc.cuny.edu

Office of International Students
Creating an SEVP OPT Portal Account

Step One

SEVP Portal Sends Account Creation Email

- SEVP Portal sends email to student
  - Email sent from Do-Not-Reply.SEVP@ice.dhs.gov
  - Email subject line:
    - Optional Practical Training Approval – the next step. Create an SEVP Portal account

- If student does not receive email:
  - Check spam or junk mail folders
  - Contact DSO to:
    - Confirm correct email address in SEVIS
    - Request that the portal resend the account creation email

DSOs:
Tell your students what to expect when creating an SEVP Portal account
Creating an SEVP OPT Portal Account

Step Two
Create an SEVP Portal Account

- **Email contains a unique link to create an account**
  - Link can only be used once and cannot be shared
  - Student must click the link to open the registration page

- **Enter SEVIS ID number on registration page**
  - Must use their correct, current SEVIS ID number
  - Account will lock after three incorrect attempts to enter a SEVIS ID number

- **Students prompted to create a password**
  - Enter password twice and click “Create Account”

**STUDENTS:** Find your SEVIS ID number on the upper left hand corner of the Form I-20
Information for Students

Be Aware of Phishing

- SEVP is concerned about student’s online safety
- Students will only receive emails from:
  - Do-Not-Reply.SEVP@ice.dhs.gov
  - Emails will provide notification about student’s SEVP Portal account
- Contact DSO or SRC with concerns
  - SRC contact information included at the end of this presentation

STUDENTS:
Know who to contact if you receive any suspicious emails
Make a Strong Password

Information for Students

Make and Maintain a Strong Password

- Create a secure password
  - Special requirements for passwords
  - Do not share password under any circumstances

- Update password every 90 days
  - Portal will prompt students with expiring or expired passwords to change their password upon login

- Change or reset password through SEVP Portal
  - Student can change or reset a password at any time

STUDENTS: Log into the SEVP Portal every 90 days or your account will be locked
SEVP OPT Portal Functionality

Updating User Profile

- **Biographic information**
  - Displays student name and date of birth as entered in SEVIS
  - Read-only section

- **Physical address**
  - Portal will automatically verify address validity

- **Mailing address**
  - Can be the same as physical address
  - Can be a post office box

- **Phone number**
  - Add or edit U.S. and foreign telephone number

STUDENTS: Contact your DSO with changes to your email address
SEVP OPT Portal Functionality

Update Employer Information

- **Add employer information**
  - Edit:
    - Employer location and contact information
    - Supervisor contact information
    - Employment dates

- **Edit employer information**
  - Update employer information when data in any field changes
  - Never replace existing employer information with new employer information

- **Delete employer**
  - Only use if student never worked for employer
  - SEVP Portal will not ask students to confirm a deletion

**REMEMBER:**
STEM OPT students cannot add or delete an employer through the portal
Updating Student Email Addresses

Changes to Student Email Addresses

**CHANGE EMAIL ADDRESS**

- Old Email: abc.com
- New Email: xyz.com

**Access Account**

- Change Password

**DSO Enters New Email Address**

**Link to Access Portal Account**

**SEVP Portal**

**NEW ADDRESS**
SEVP Portal Help

SEVP PORTAL HELP
Students on post-completion practical training must access SEVP Portal Help section to learn how to use the SEVP Portal and comply with reporting requirements.

SEVP PORTAL: GETTING STARTED
SEVP Portal Overview
Create an SEVP Portal Account
Make and Maintain User Password
SEVP Portal User Guide

INFORMATION FOR SCHOOLS
Resources for SEVP Portal
SEVIS Help Hub
Broadcast Messages

MAINTAIN INFORMATION
Maintain the SEVP Portal
Update User Profile
Update Employee Information

RESOURCES
SEVP Portal Videos
Infographic

QUESTIONs?
For general and case-specific questions, call 773-402-3600 or email SEVP@DHS.gov and include SEVP Portal in the subject line. Our offices are open Monday through Friday, from 8 a.m. to 5 p.m. ET, except holidays.

StudyintheStates.dhs.gov/SEVP-Portal-Help
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- Publications
- SEVP Spotlight
- SEVP Outreach Bulletin

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Questions?